



University of Puerto Rico
Medical Sciences Campus
Institutional Animal Care and Use Committee



October 1, 2012

Faculty, Researchers, Research Administrators and Students
Medical Sciences Campus

Elizabeth Rivera, DVM
IACUC Chair

IACUC PROPOSAL CHECK FOR COMPLETENESS

This is to inform you that as per October 1, 2012, the **IACUC Office will not include any protocol in the meeting agenda if it is received incomplete.** For a list of all the documents you must submit with your proposal see the attached documents or visit <http://committees.rcm.upr.edu/iacuc.html>

Once the documents are received at the office, they will be checked for completeness within the next working day. The office will contact you by email to inform you if the proposal will be included in the next meeting or to request missing documents. You will have 5 working days to provide the requested documentation in order to be considered for the next meeting.

Be reminded that all protocols must be renewed annually. **To avoid a lapse in approval, the renewal form or modification request and all the required documentation must be received in the office no less than two (2) months before the expiration date.** Please check the deadline dates for the review of the proposals so that you may plan when you wish your protocol to be evaluated.

Remember that you may not conduct any procedures or begin working in any research project involving animals until you have received final approval for the protocol. Meeting dates and deadlines to submit documents can be found in the Committee's site.